

RECORDS RETENTION SCHEDULE

GC 28063

Submit three copies to: Department of General Services, California Records and Information Management, 344 N 7th St., Sacramento, CA 95814.A CalRIM Consultant may be reached by phone at (916) 322-1727, by fax at (916) 322-1014 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Education		(2) AGENCY BILLING CODE 0604/02976		(3) PAGE 1 OF PAGES 3	
(4) DIVISION/ BRANCH/ SECTION Safe and Healthy Kids Program Office		(5) ADDRESS 1430 N Street, Suite 6408, Sacramento, CA 95814			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) - (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER E 07-11	(10) SCHEDULE DATE 12/19/07	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 296.50
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER E98.03	(14) APPROVAL NUMBER 98.092	(15) APPROVAL DATE(S) March 1998	(16) PAGE NUMBER(S) REVISED 3
(17) MISSION/FUNCTIONAL STATEMENT The mission of the California Department of Education is to provide leadership, assistance, oversight and resources so that every Californian has access to an education that meets world-class standards.					
PART 1 -- AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this Records Retention Schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not correctly provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Deborah Ridge</i> <i>by Helena Green</i>		(19) TITLE Administrator		(20) PHONE NUMBER 319-0920	(21) DATE SIGNED 12/19/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Brenda Scott</i>		(23) CLASSIFICATION PMA	(24) NAME (Printed or Typed) Brenda Scott	(25) PHONE NUMBER 322-5110	(26) DATE SIGNED 12/26/07
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE - CalRIM CONSULTANT <i>John Store</i>		(28) APPROVAL NUMBER 08-033		(29) DATE SIGNED 2/4/2008	(30) EXPIRATION DATE 2/4/2013
PART III - ARCHIVAL SECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) . Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey Archivist</i>		(34) DATE SIGNED Feb. 15, 2008			



CALIFORNIA
STATE ARCHIVES

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(35) CalRIM APPROVAL NUMBER										(36) PAGE 2 OF PAGES 3	
ITEM # (37)	CUBIC FEET* (38)	CA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1	1		<u>Administrative Management</u> Personnel Duty Statements Evaluations	P		Current +3			Current +3		PR Sec. 6254©, IPA Sec. 1798.40 SAM 1600 (at.1) – Active until employee separates, retires, transfers or terminates employment, then keep an additional 3 years.
2	8	NOTIFY ARCHIVES	Administrator's Administrative Files	P		Active +2			Active +2		Active until superseded. Hold for reference for an additional 2 years.
3	10	NOTIFY ARCHIVES	Healthy Kids Program Office Administrative Files	P		Active +2			Active +2		Active until superseded. Hold for reference for an additional 2 years.
4	2	NOTIFY ARCHIVES	<u>Program Management</u> Legislation	P		Active			Active		Active until review is completed.
5	10		Contracts	P		Active			Active		Active until revised, superseded or rescinded.
6	150		Applications	P		Current +2		3	Current +5		Active until revised, superseded or rescinded. Hold for reverence for an additional 2 years.
7	89		Grants	P		Current +2		3	Current +5		Retain as current until revised, superseded or rescinded. Hold for reference for an additional 2 years.
8	20	NOTIFY ARCHIVES	Program Files	P		Current +2		3	Current +5		“ “
9	6	NOTIFY ARCHIVES	Tobacco-Free	P		Current +2			Current +2		“ “

(35) CalRIM APPROVAL NUMBER										(36) PAGE 3 OF PAGES 3	
08-033											
ITEM #	CUBIC FEET*	CA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
(37)	(38)	(39)	(40)							(47)	(48)
10	.25		Records Management STD 73, Records Retention Schedules (RRS) (Department Copies)	P		Current			Current		DGS recommended retention period. Retain as current until revised, superseded, or rescinded.
11	.25		STD 71, Transfer Lists (<i>Copies of transfer lists for DDS.</i>)	P		Current			Current		DGS recommended retention period. Retain as current until all records have been destroyed, retired permanently, transferred to State Archives, or when no longer needed.
Total	296.5										

*Provide total of office and departmental